SECRET

ADM - 10.9

1 4 JUL 1967

DD/S&T-2857-67

MEMORANDUM FOR: Director of Planning, Programming and
Budgeting

SUBJECT : FY'68 Requirements for Additional Personnel
-- Computer Security

REFERENCE : Report of the Special Committee on Security
Principles Applicable to Automatic Data
Processing

1. In order to assure the continuous and effective
implementation of the approved recommendations contained
in the Report of the Special Committee on Security Princi-
ples Applicable to Automatic Data Processing [____] Report), 25X1A
additional allocation of FY'68 manpower ceiling to the
Office of Computer Services and the Office of Research and
Development is necessary.

2. An examination of the principles enunciated in the
[____] Report as they apply to the automatic data processing 25X1A
activities and installations in this Directorate indicates
that adequate security protection can be realized in FMSAC,
OSA, and OEL without any increase in manpower. This is not
the case in OCS or the IPRD facility of ORD. Attachment I
(OCS requirements) supports the need for [____] additional 25X1A
people in the computer center, and Attachment 2 (ORD require-
ments) supports an increase of [____] 25X1A

3. Except for a full-time professional security officer
in OCS, the increases provide clerical and tape librarian
support to the security control of data tapes, visitor access
and computer print-outs and will permit the establishment of
positions all at the GS-07 level or below.

4. It is requested that this additional authorization
be issued in accordance with the approval of Para. 18 of the
Geiss Report so that full implementation of the recommenda- 25X1A
tions can proceed expeditiously.

ILLEGIB

DD/S&
FILE COPY

Attachments a/s

Executive Officer
Directorate of
Science and Technology

SECRET

SECRET

DD/ST# 2534-67

ORD 3584-67

1 5 JUN 1967

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT: Additional Personnel for IPRD Security
Staffing

REFERENCE: Memorandum from C/SMS/DD/S&T dated
5 April 1967, subject: Report of the Special
Committee on Security Principles Applicable
to Automatic Data Processing, DD/S&T 1365/67

1. This memorandum contains a request for your approval.
This request is stated in paragraph 6.

2. The Report of the Special Committee on Security Principles
Applicable to Automatic Data Processing under the chairmanship of
[   ] Deputy Director of Security (PTOS), has been
studied particularly in reference to its effect on the operation of the
ORD IPRD. While it is recognized that the committee's examination
was directed only at OCS, the final recommendations were purposely
broadened to cover all Agency facilities of a similar nature.

25X1A

3. In order to implement these recommendations, Security
Control Procedures have been drafted to apply to the IPRD Laboratory
in the Ames Building. The sensitivity of the data and the special code-
word material to be handled by the facility necessitates a tightly
controlled operation. In order to provide the amount and the quality
of control required, it is requested that three additional positions be
authorized for the ORD Table of Organization.

4. Because of the building design the Laboratory is divided into
two sections requiring at least one control point for each section. One

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

clerk-typist is necessary for each control point. It is desired that these clerk-typists have or obtain a key-punch capability so that maximum benefit can be obtained from their assignment in the area.

5. In addition to these employees, a secretary-steno is desired for this area. This person would supervise the two clerk-typists, relieve them during break and leave periods, and serve as secretary to the Director and Deputy Director of the Laboratory. The grades involved should be GS-06 for Secretary-steno and GS-05 for the Clerk-typist personnel.

6. Approval of this request for three additional staff employees is desired so that recruiting can begin as soon as possible.

25X1A

Acting Director of Research & Development

CONCUR

1 4 JUL 1967

Deputy Director for Science and Technology   date

Distribution:
     O&1 - addressee
       1 - EO/ORD
       1 - AD/ORD
       1 - ORD Chrono
       2 - DD/SrT Registry

ORD/DD/S&T⬚h

SECRET

ADM - 10.9

DDS&T #2468-67
14 July 1967

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT : Implementation of the Report of the Special
Committee on Security Principles Applicable
to Automatic Data Processing: Personnel
Requirements

REFERENCE : Report from [   ] as Chairman/Special 25X1A
Committee to the DD/S and Acting DD/S&T,
dated 24 March 1967

1. This memorandum contains a recommendation for your
concurrence in paragraph 8.

2. Referenced report contains 18 recommendations aimed at
tightening physical, technical and personnel security practices and
procedures applicable to Agency automatic data processing (ADP)
programs. You and the DD/S approved these recommendations on
28 and 27 March 1967, respectively; the Executive Director-Comptroller
added a comment to the two Deputy Directors noting his "approval of
this report and its recommendations" and tasking the Director of
Security with preparation of a report on the status of implementation
of the recommendations by 15 July.

3. Prior to establishment of the Special Committee, the
Director of Security had assigned an officer on full-time temporary
duty to the Office of Computer Services to assist us in tackling   25X1A
several security problems and in laying the groundwork for subsequent
assignment of a permanent Security Officer. This officer [   ]
25X1A served with me on [   ] committee and spent the bulk of his time,
following issuance of the Committee Report, on implementation of its
recommendations. His status report to Mr. Osborn and me as of
5 June constituted, I assume, a major part of the D/OS report which
the Executive Director-Comptroller requested.

SECRET

- 2 -

4. Some action has been taken on all 18 recommendations and further action continues on most. Recommendation No. 18, as approved, reads as follows:

"18. OCS be authorized additional ceiling positions as required to implement the above recommendations."

We attempted to provide for full implementation without seeking additional slots, but the need for human control over (a) access to the Computer Center; (b) access to the Tape Library within the Center; and (c) separation and release of printed output in a multi-level security operation simply must involve more people, since we have a three shift, seven days per week operation--with each shift requiring comparable security controls.

5. In the interim, we have pulled three computer operators off to help handle the current "production control" load. With no tape librarians on our T/O for second or third shift, or weekend operations, we have added responsibility for access to the tape library to the shift supervisors. This is neither economic use of their time (GS-12 level, supervising equipment with average rental of about $500 per hour) nor is it as secure as having continuous control within the library. With the future space expansion of the machine room and receipt of additional machine systems, continued use of the shift supervisor or designated operator becomes less feasible and less secure.

6. The main high volume job in production control is review and release of computer printout to authorized recipients. Careful sorting and release controls are particularly critical in an operating environment involving regular, SI/TKH [   ] classified materials, plus privileged administrative and sensitive DDP file data; its criticality is compounded in our multi-tasking systems, where several jobs are processed at one time on a single IBM 360 computer system. A reflection of the job volume pattern from September 1966 to May 1967 can be seen in Attachment A, showing a rise from 2027 jobs (daily average: 92) to 3825 (daily average: 174).

25X1A

SECRET

S E C R E T

- 3 -

25X1A

25X1A

7. The total number of additional slots required to give us three-shift coverage is [ ] in all cases but one (the full-time Security Officer), the maximum grade level involved is GS-7. Attachment B reflects the recommended position additions, with a reference in each case to the appropriate [ ] Report recommendations. The Director of Security and I have proposed the assignment of a GS-13/14 level officer; I will also propose to the Office of Personnel, upgrading the present GS-6 and 5 tape librarian slots to GS-7 and 6, respectively, consistent with the implications of six of the Report recommendations.

25X1A

8. Since we have reached the point where further implementation of the [ ] Report recommendations requires additional people, and since additional slot approval, if required, constituted one of the Report recommendations, I therefore recommend assignment of [ ] additional slots to the OCS T/O, in line with the grade breakdown contained in Attachment B.

25X1A

/ s/

CHARLES A. BRIGGS
Director of Computer Services

2 Attachments:
   A. Computer Center Activity
   B. Recommended Position Additions
       for Security Control

25X1A

CONCU [   ]

1 4 JUL 1967

Deputy Director for Science and Technology   Date

Distribution:
   Orig + 1 - Adse
          1 - O/D/OCS File
          1 - Chrono
          2 - DDS&T Registry
          1 - OCS/Admin

25X1A

D/OCS:CABriggs/[ ] 14Jul67)

S E C R E T

S E C R E T

ATTACHMENT A

COMPUTER CENTER ACTIVITY
IBM COMPUTER SYSTEMS

Month/Year	No. of Jobs Processed	Average No. of Jobs/Day
Sep 1966	2027	92
Oct	2462	117
Nov	2543	127
Dec	2674	127
Jan 1967	3246	154
Feb	2956	155
Mar	4012	174
Apr	3491	174
May	3825	174

S E C R E T

25X1A